



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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<https://www.townofbarnstable.us/boardscommittees/cfac/>

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CFAC Committee:

Chair:

Lillian Woo

Members:

Ralph Krau, Vice-Chair
Hector Guenther, Clerk
John Schoenherr
Joseph Mladinich
Melanie Powers
Tracey Brochu

Staff Liaison:

Mark Milne
Nathan Empey

Councilor Liaison:

Paula Schnepf

ANNUAL REPORT FY 2020

The Comprehensive Financial Advisory committee (CFAC) is an appointed committee authorized to consist of nine members. As of June 30, 2020, there were seven appointed members and two vacancies. CFAC's responsibilities are expressly declared in the Town of Barnstable's Administrative Code, Chapter 241, Section 18. This code requires CFAC to provide financial advice:

- to the Town Council on the yearly operating budgets for all Town agencies, which include the school budget as adopted by the School Committee,
- to the Town Council and the Town Manager on matters of long range financial planning;
- and, to the Town Manager on the annual preparation of the Town's Capital Improvement plan. CFAC also prepares a report to the Town Council on the Capital Improvement Plan and participates in public hearings for the review of the CIP.

In FY 2020, CFAC conducted regularly scheduled meetings and several other subcommittee meetings to provide the Town Manager and Town Council with financial advice and guidance on the required areas as well as additional analyses and recommendations requested by the Town Council or Town Manager.

HIGHLIGHTS OF THE YEAR'S ACTIVITY INCLUDE THE FOLLOWING:

- CFAC was briefed by the Department of Public Works about the Comprehensive Wastewater Management Plan (CWMP) and the schedule of projects.
- CFAC was briefed by Finance Director Mark Milne on the 30+ assumptions used to develop a funding plan for CWMP.
- CFAC was briefed by Finance Director Mark Milne on the following issues: FY 2021 General Fund projections, FY 20 tax levy shifting options, updates on the financial condition of the Town, funding requests from departments for FY 2021, re-evaluation for FY 21 because of pandemic economic shutdown, re-evaluation of fiscal policy for FY 2022, re-evaluation, and financial policy review.
- January – March 2020, met with the Department of Public Works, Schools, and Police to review their operating and capital improvement plans and priorities.
- CFAC subcommittees reviewed and submitted reports to the Town Manager and Town Council on both the Capital Improvement Project (February 24, 2020) and the Operating Budget (June 25, 2020). The reports included comments on specific projects and recommendations.
- Town Manager Mark Ells and Council President Paul Hebert approved a CFAC request to review the Town's proposed fiscal policy re-evaluation for FY 2022. CFAC reviewed and submitted its report to the Town Manager and Town Council in early July 2020.
- Finance Director Mark Milne asked CFAC to examine the financial policy review that Town Council will use for FY 22. CFAC began its discussions in early July, 2020.
- For the second year, CFAC was invited as an observer at the Capital Improvement Projects Task Force Workshop.
- CFAC was unable to meet from March 29 until late May, 2020 because of the COVID-19 lock down. This circumstance curtailed CFAC's usual meetings with department about

their budgets and priorities.

CFAC extends its appreciation to Mark Milne, Finance Director and Nathan Empey, finance/Budget Analyst for providing information, insights, and assistance in fulfilling our committee's responsibilities.

Respectfully submitted

Comprehensive Financial Advisory Committee (CFAC)